

MINUTES
REGULAR MEETING OF THE CANYON LAKE
ADMINISTRATION AND FINANCE COMMITTEE
Tuesday, August 2, 2016

City Council Chambers
31516 Railroad Canyon Road
Canyon Lake, CA 92587

1. Call to Order

The meeting was called to order at 8:00 a.m.

2. Pledge of Allegiance

John Zaitz, Chairman, led the flag salute

3. Roll Call

Present: Chairman Zaitz and Committee Member Brown were present.

4. Public Comments

There were no public comments.

5. Update By Charles Abbot Associates

There was discussion regarding extending the contract for Pacific Greenscape Maintenance (CTAI), maintenance done on the fire station lock and water leak, estimates obtained from different companies to replace the fence near the Canyon Lake Country Club.

An update was provided on the sound wall repair on Railroad Canyon Road and storm drain repair.

An update was provided on the Crossroads traffic collision software installation, and plan reviews.

There was discussion regarding the encroachments permits on a project being done on Railroad Canyon Road for source broadband, which were issued to a contractor for Time Warner.

There was discussion about resident complaints, and Charles Abbott was currently developing a tree maintenance plan for the three existing pine trees raging in 43-62 feet in height.

Margaret Monson, City Engineer, stated Code Enforcement had requested Quagga Mussel water testing training from the environmental engineer and she was working on that.

John Zaitz, Chairman, requested an explanation from Margaret Monson, City Engineer, and asked what was her involvement in Quagga Mussel testing.

Margaret Monson, City Engineer, stated she had environmental engineers who knew how to conduct water testing for that. She added, that Code Enforcement observed people outside Canyon Lake boundaries launching jet skis and there was no guarantee that those watercrafts are not infested with quagga mussels.

Aaron Palmer, City Manager, stated that the City of Canyon Lake is trying to prevent quagga mussel infestation on the lake from individuals that are illegally launching.

John Zaitz, Chairman, stated there was some concern from Canyon Lake residents regarding algae in the Lake.

Aaron Palmer, City Manager, stated he would speak with Code Enforcement regarding the matter.

There was discussion regarding complaints received from Canyon Lake residents about individuals going into the lake and causing dangerous situations to people on the lake.

John Zaitz, Committee Chairman, asked a question regarding a fence that was bent.

Margaret Monson, City Engineering, stated she would verify if there was a police report made regarding the fence.

Jim Barrett, Building Official, provided an update on the Canyon Lake dog park, applications received for new single family dwellings, permits pulled, plan checks received, and inspections conducted.

6. Accept Meeting Minutes

6.1 Meeting Minutes July 5, 2016

The Minutes were approved as presented.

7. Review of August 3, 2016 City Council Meeting Agenda – Recommendation to Council

a. Claims and Demands

There was discussion regarding the Riverside County Sheriff's budget.

b. Credit Card Review

There was no discussion.

8. May Financial Statements

There was no discussion.

9. Investment Report

There was no discussion.

10. Update Regarding Utility Users Tax Collected to Date

There was discussion regarding anticipated UUT amounts and comparisons between 2015 and 2016.

Tim Brown, Committee Member, had a question regarding the approval of the Cafeteria Plan budget.

Aaron Palmer, City Manager, stated the Cafeteria Plan budget was approved.

11. Discussion Regarding Long Range Financial Planning

John Zaitz, Committee Chairman, stated that a plan should be put in place by 2018 as to whether the City of Canyon Lake would disincorporate, start disincorporation, or where the City's financial status would be.

Terry Shea, Accountant, stated that once there was a fire contract in place there could be a projection plan put in place regarding disincorporation.

Tim Brown, Committee Member, asked a question regarding the status on the potential Fire Joint Powers Authority (JPA).

Aaron Palmer, City Manager, stated that the JPA possibility was on hold. He added that he had been waiting six weeks for information from County Fire, but had not received any response. As a result he was in the process of notifying the State, and the State Senator, asking for clarification on the County Fire fees.

There was discussion regarding the fire contract and the City of Canyon Lake becoming a member of the JPA and the related fire costs.

12. Committee Member Comments

Tim Brown, Committee Member, had a question regarding methods in which staff safeguards checks and keeps track of cash payments.

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Terry Shea, Accountant, stated that checks get batched and stored together prior to depositing them. He added that a receipt is attached to all cash payments along with a daily log.

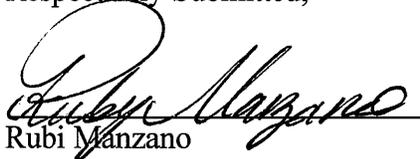
13. Staff Comments

There were no staff comments.

14. Adjournment

The meeting was adjourned at 9:15 a.m.

Respectfully Submitted,



Rubi Manzano
Senior Office Specialist